



The Commonwealth Medical College

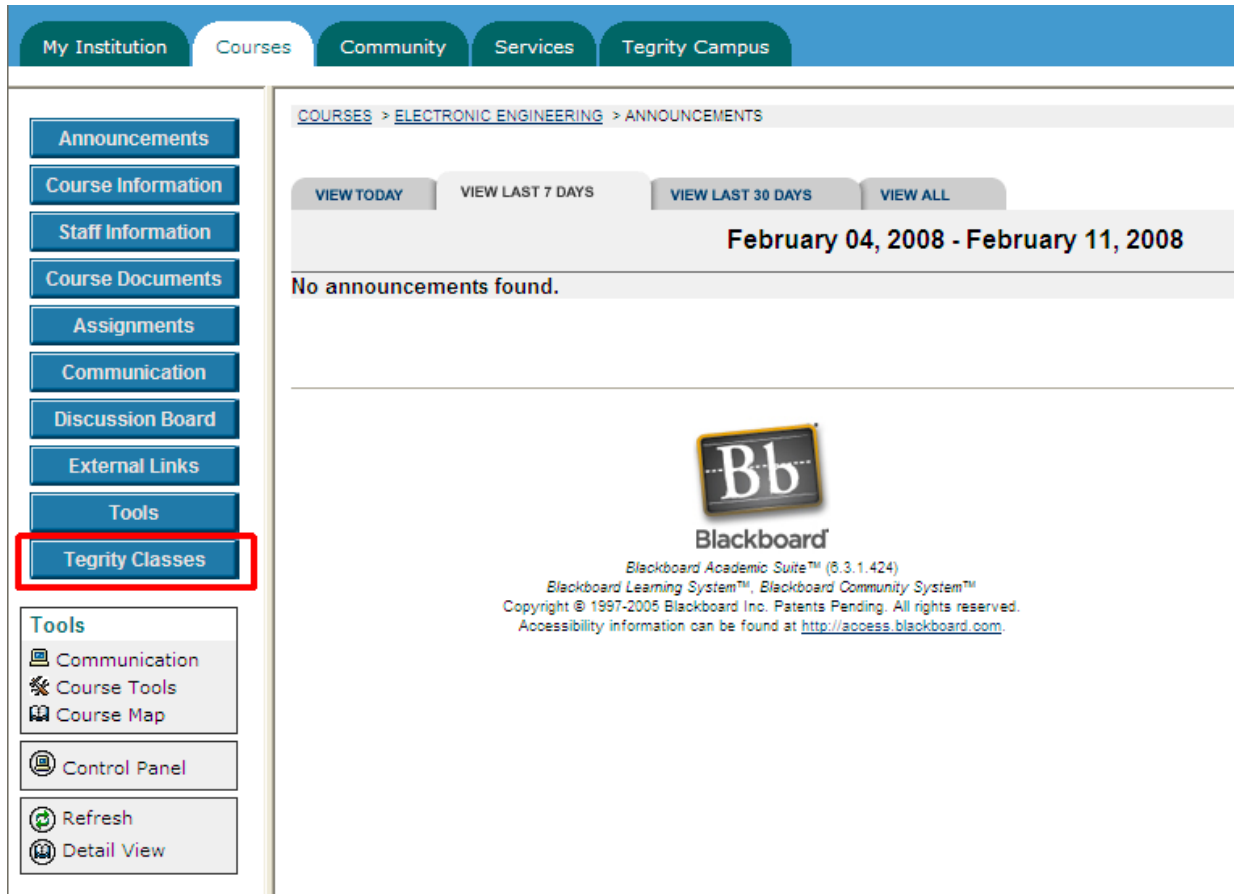
User Manual

Tegrity Classroom Capture

Please contact Abby Scaramuzzo at ascaramuzzo@tcmec.org if you have additional questions.

Tegrity Training

Log into your Course Management System and navigate to the course you would like to access. Click the **Tegrity** link or button located in your course page, as shown in the following example.



If you are not using a Course Management System, you can log into Tegrity in one of the following ways:

- Right-click the *Tegrity Recorder* icon in your system tray and select **Login to Tegrity Campus**.

The *My Tegrity* page appears, showing all of your active and archived courses. Archived courses have the word *Archive* preceding the name of the course. The number of recordings that you have not viewed appears next to each course title.

Record a Class

Welcome, Miles Coltrane [\[sign out\]](#)

[Collaborate](#) [Reports](#) [Help](#)

My Tegrity

Course	# of Classes	Last Updated
Cognitive Neuroscience (0)	0	
Intermediate Microeconomic Theory (0)	0	
Miles Coltrane Private Course (1)	1	12/25/2008
Thermal Systems Design (3)	5	12/14/2008
[Archive] Current Issues in International Studies (2)	2	12/25/2008

Quick Links

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Let Tegrity Know!

Latest Classes

- 12/25/2008 3:04 PM
- 12/17/2008 4:30 PM

tegrity

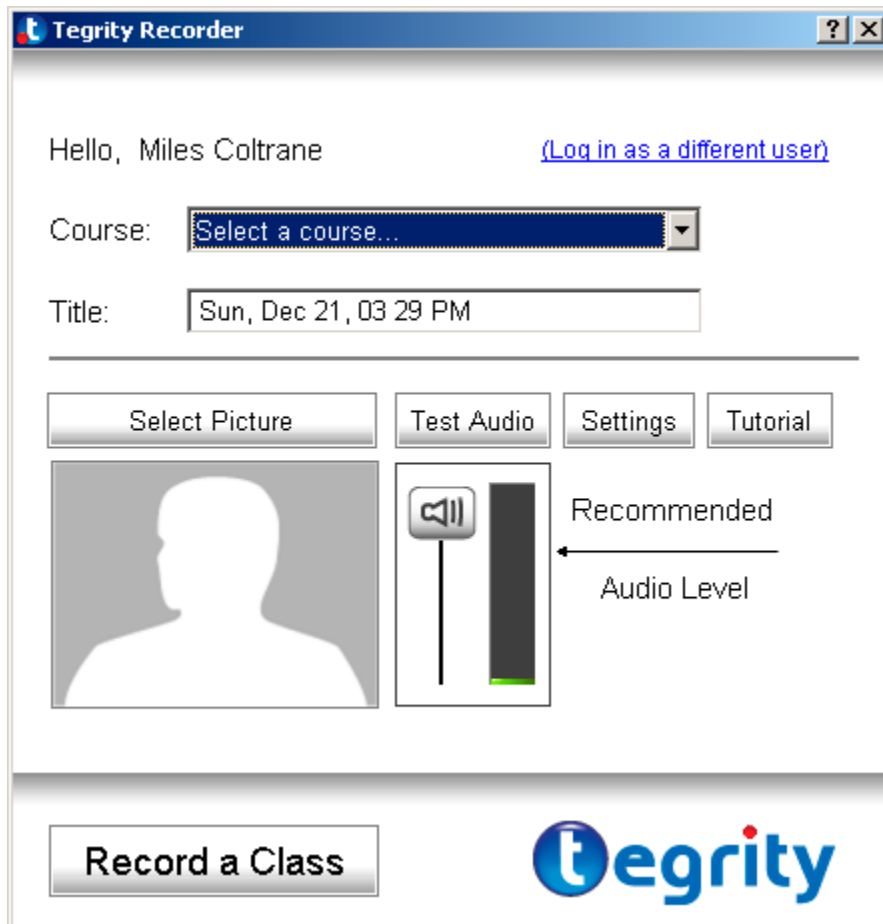
The navigation buttons  and  provide quick access to previously viewed pages. This is especially useful when working with your search results since it enables you to quickly return to your search results after selecting a specific class recording to play.

To start Tegrity Recorder from your course management system:

1. Log into your Course Management System and navigate to the course you would like to access.
2. Click the **Tegrity** link or button located in your course page. The *Class Recordings* page appears with the **Record a Class** button in the upper left corner of the page.
3. Click **Record a Class**. The *Tegrity Recorder* window appears. If this is the first time you are recording a class, the *Tegrity Recorder* icon is added to your system tray.

To start Tegrity Recorder using the *Tegrity Recorder* icon:

- Double-click the Tegrity icon in your system tray, located at the bottom right corner of your screen.



The *Tegrity Recorder* window provides information about your class recording, including:

- Your name.
- The course title.
- The title of your class recording.
- The general settings to use during the class recording.

To change the course name:

- Click the arrow to the right of the *Course* field and select the correct name of the course from the drop-down list.

To change the name of the class recording:

- Select the text in the *Recording Title* field and type the name of the class recording as you want it to appear.

To adjust the recording audio level:

1. Speak into the microphone in a normal voice and note the audio level on the audio level indicator. The audio level should appear in the green-to-yellow area of the audio level indicator.
2. If necessary, use the audio level slider to adjust the audio level.



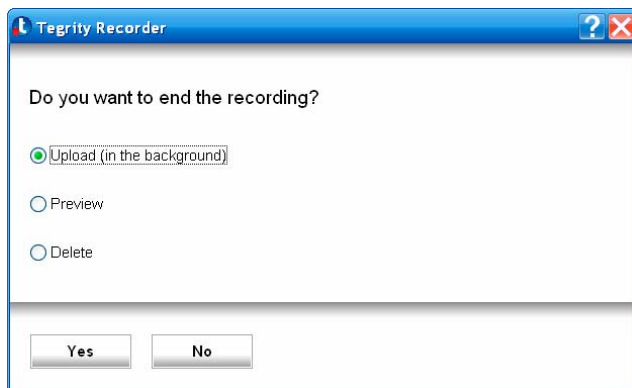
Recording Classes

To record your class:

1. Start Tegrity Recorder and click **Record a Class**. The first time you click **Record a Class**, a dialog box appears displaying information about the Tegrity Recording toolbar icons.
2. Click **OK**. The dialog box closes and the Tegrity Recording toolbar appears at the bottom of your screen.



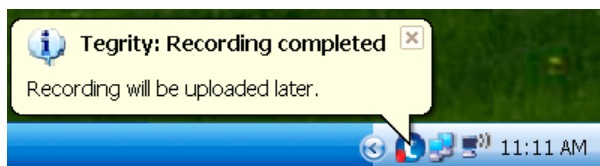
3. As you speak, the volume indicator () shows the volume level at which the audio is being recorded.
4. During the recording process, use the Tegrity Recording toolbar buttons to pause (), resume (), or stop () the class recording.



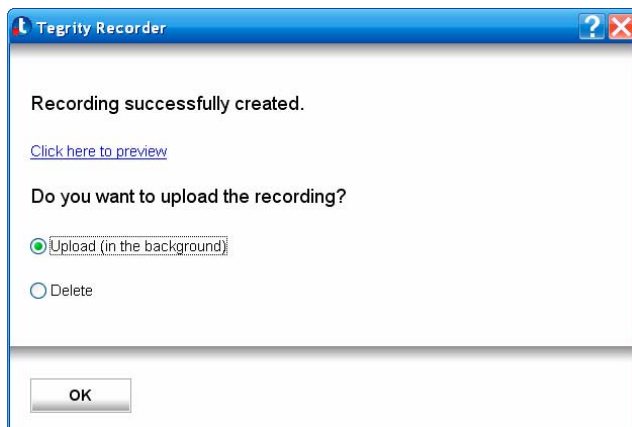
5. Click  to stop the class recording. The *End Recording* dialog box appears.

6. Select one of the following options and click **Yes**.

- **Upload (in the background)** — Upload the class recording to the Tegrity server from your computer. Uploading the class recording does not affect the performance of your computer. The Tegrity Recorder closes and the *Tegrity: Recording completed* balloon tip appears.



- **Preview** — Preview your class recording, after which you can choose to **Upload** or **Delete** the class recording. The *Recording successfully created* dialog box appears.



- **Delete** — Delete the class recording. The *Tegrity Recorder* closes.

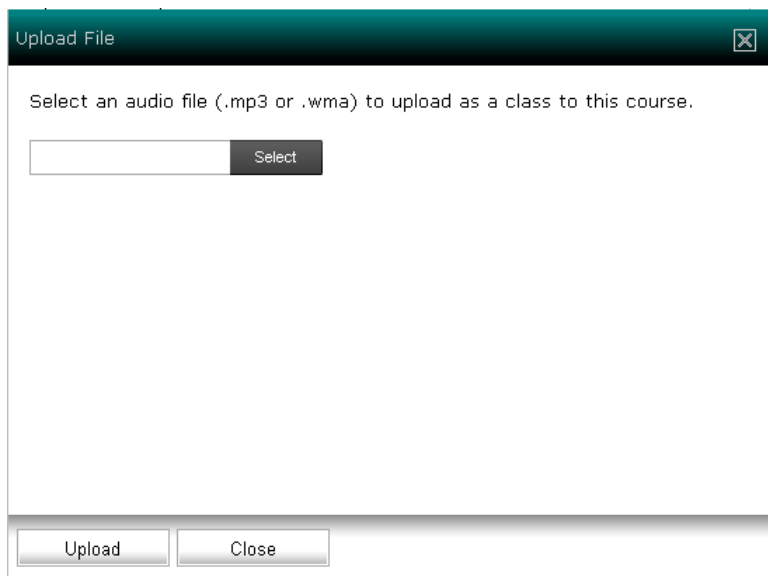
7. Click **here to preview**. A browser window opens and plays in the window and back the recording.
8. View the class recording.
9. When you finish viewing the class recording, close the browser window.
10. Select **Upload (in the background)** or **Delete** from the *Recording successfully created* dialog box.

Uploading an Audio File as a Class

You can upload an Audio File as a class. This is particularly useful when no computer is available to record the class. Record the class on a digital recorder and upload the audio.

To upload an Audio File as a class:

1. Navigate to your *Class Recordings* page.
2. From the *Actions* drop-down list, scroll down to *Course Actions* and select **Upload Audio File as Class**. The *Upload File* dialog box appears.



3. Click **Select**. A *Choose File* dialog box appears.
4. Browse to the file you want to upload and click **Open**. The file name appears to the left of the *Select* button. The file name serves as the class recording name in the *Class Recordings* page.

Note: You can only select an audio file with an *mp3* or *wma* file extension.

5. Click **Upload**. The file is uploaded. A message appears indicating whether the upload was successful.

Adding Annotations during a Class Recording

To add annotations directly on screen using your mouse:

1. Click  on the Tegrity Recording toolbar. The expanded Tegrity Recording toolbar appears in the system tray at the bottom of your screen when recording a class.



2. Click  to configure and use annotation tools. The Expanded Tegrity Toolbar displays annotation controls, as shown in the figure below.



3. Click any annotation control to display annotation options for that control.

Annotation Pen – Enables you to select what you draw as you move your cursor. The functions from left to right are:

- **Pen** – Draw free-form as you would with a pen.
- **Rectangle** – Draw a rectangle.
- **Ellipse** – Draw an ellipse.
- **Line** – Draw a line.



Line Width – Enables you to select line width.



Color – Enables you to select line color.



Lasso – Enables you to select one or more annotations that you want to erase by encircling them with a closed loop.



Eraser – Erases annotations selected with the Lasso.

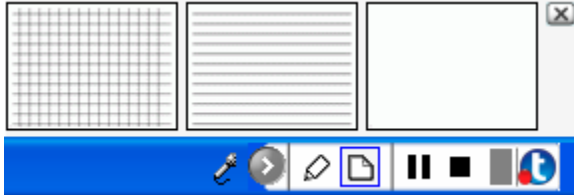


Erase All – Erases all annotations.



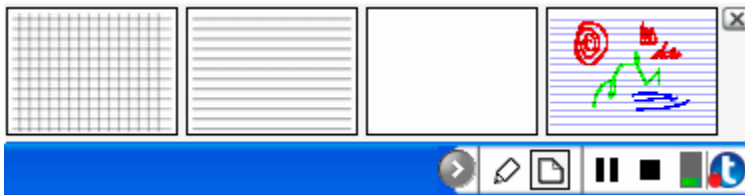
4. If you want to insert a new slide into your presentation for your annotations:

a. From the expanded Tegrity Recording toolbar, click . The following page template options appear above the expanded Tegrity Recording toolbar.



b. Click the type of slide you want to use. The new slide appears on your screen and is available for annotation.

c. After adding a new annotation page to your presentation, the next time you add an annotation page, your most recent annotation page insertion appears as an additional page template. This enables you to return to the last page you inserted and modify its content.



Capturing Video from a Video Source

If you have a document camera, DVD, VCR, or other video source attached to your computer, you can capture live video during your class presentation. To enable you to do this, Tegrity Campus adds a video camera icon () to the expanded Tegrity Recording toolbar when one or more video sources is attached to your computer.



To capture video during a class recording:

1. Click  in the expanded Tegrity Recording toolbar. Icons appear for each video source.



When a single video camera is attached, only one icon appears.

2. Click the video icon for the desired video source. Video is recorded from the selected source.

3. To return to your desktop, click  on the expanded Tegrity Recording toolbar. The monitor icon () changes to a video camera icon () in the expanded Tegrity Recording toolbar and your desktop appears.

CONFIGURING COURSE SETTINGS

You can define course settings that apply to all class recordings of a specific course. These settings include:

- **Recording options** – Enable enhanced mode and minute counter, and allow students to record content to the course.
- **Publishing option** – Define when students can review class recordings.
- **Delivery options** – Define what devices students can use to review class recordings.
- **Disable student printing options** – Disable student printing of slides used in class recordings.
- **Enable audio search** – Enable search of class audio content.
- **Links definitions** – Define web links that are shown on screen through an entire class recording.
- **iTunesU option** – Enable students to access class recordings using iTunes.

Viewing and Modifying Course Settings

To view and edit your course settings:

- In the *Class Recordings* page, from the *Actions* drop-down list, scroll down to *Course Actions* and select **Settings**. The *Settings* page appears.

Record a Class

Welcome, Miles Coltrane [sign out]

Collaborate Reports Help

My Tegrity > Thermal Systems Design

Search in this Course... Search

Recording:

- ☐ Enable enhanced mode
- ☐ Enable minute counter
- ☒ Allow students to record

Publishing:

- ☒ Automatically publish classes after upload

Delivery:

- ☒ Allow students to download classes
- ☒ Enable MP3 Podcast (MP3 player, Linux/Mobile Streaming)
- ☒ Enable Enhanced Podcast (Pod/iTunes)
- ☒ Enable Enhanced Podcast / MPEG-4 (Pod/iTunes, Linux/Mobile Streaming, read the Help prior to use)
- ☒ Enable RSS support
- ☐ Disable student printing
- ☐ Enable audio search (read the Help prior to use)

Links:

URL:	Displayed text:
www.tegrity.com	Tegrity website
www.ynet.co.il	Ynet website

Misc.:

iTunes U tab ID

Restores defaults OK Cancel

When you finish viewing and updating the Course Settings, click **OK** to save your settings.

Selecting a Publishing Option

You must publish a class recording so that your students can find and review the recording. You can specify that all class recordings be published automatically, or that you want to manually control the publishing of each recording.

To specify automatic publishing of class recordings:

1. Open the *Class Recording Settings* page for your course.
2. In the *Publishing* field, check **Automatically publish classes after upload**. (This option is selected by default.)
3. Click **OK** to save your setting.

To specify manual publishing of class recordings:

- Uncheck **Automatically publish classes after upload**.

Selecting Delivery Options

You can select the following delivery options:

Delivery Options	Description
☒ Allow students to download classes	When checked (default), students can download class recordings to their computers for viewing when they do not have internet access.
☒ Enable MP3 Podcast (MP3 player, Linux/Mobile Streaming) ☒ Enable Enhanced Podcast (iPod/iTunes) ☒ Enable Enhanced Vodcast / MPEG-4 (iPod/iTunes, Linux/Mobile Streaming, read the Help prior to use)	When checked, delivery is available by MP3 podcast, iPod/iTunes enhanced podcasting, video podcasting, and RSS. If an option is unchecked, the associated button is removed from your <i>Course Management</i> page and from the student's equivalent <i>Course Management</i> page.
☐ Disable student printing	When checked, prevents students from printing the slides that were included in your class recordings.
☐ Enable audio search (read the Help prior to use)	When checked, prevents students from printing the slides that were included in your class recordings.

To specify delivery options for class recordings:

1. Open the *Class Recording Settings* page for your course.
2. Select each desired delivery option.
3. Click **OK** to save your settings.

Defining Links for All Class Recordings

You can define up to four web links for display in all class recordings.

To specify Web links for display in all class recordings:

1. Open the *Settings* page for your course. In the *Links* section, the link to the Tegrity website appears by default. Any previously defined links for the course also appear.

2. To add or change a link:

- a. In the *URL* field, type the URL (Web address) of the Web link to display.
- b. In the *Displayed Text* field next to the URL, type the text to display.

Note: When you want to delete a link, delete the contents of the *URL* and *Display Text* fields.

3. Repeat step 2 to define up to four links.

4. Click **OK**.

CONFIGURING THE TEGRITY RECORDER

When you start the Tegrity Recorder you can choose audio and video options you want to use for your presentation.

Selecting a Picture

When playing back a Tegrity class recording there is space in the upper left corner for a picture, such as a picture of the instructor or a school logo. Inserting a picture is optional and appears only when instructor video is not used.

To select a picture:

1. Start the Tegrity Recorder.
2. Click **Select Picture**. The *Select Picture* dialog box appears.



3. Browse to the picture you want to display.
4. Click **Select Picture**. The picture appears in the *Tegrity Recorder* window. During playback, the picture appears in the upper left corner of the *Tegrity Player* window.

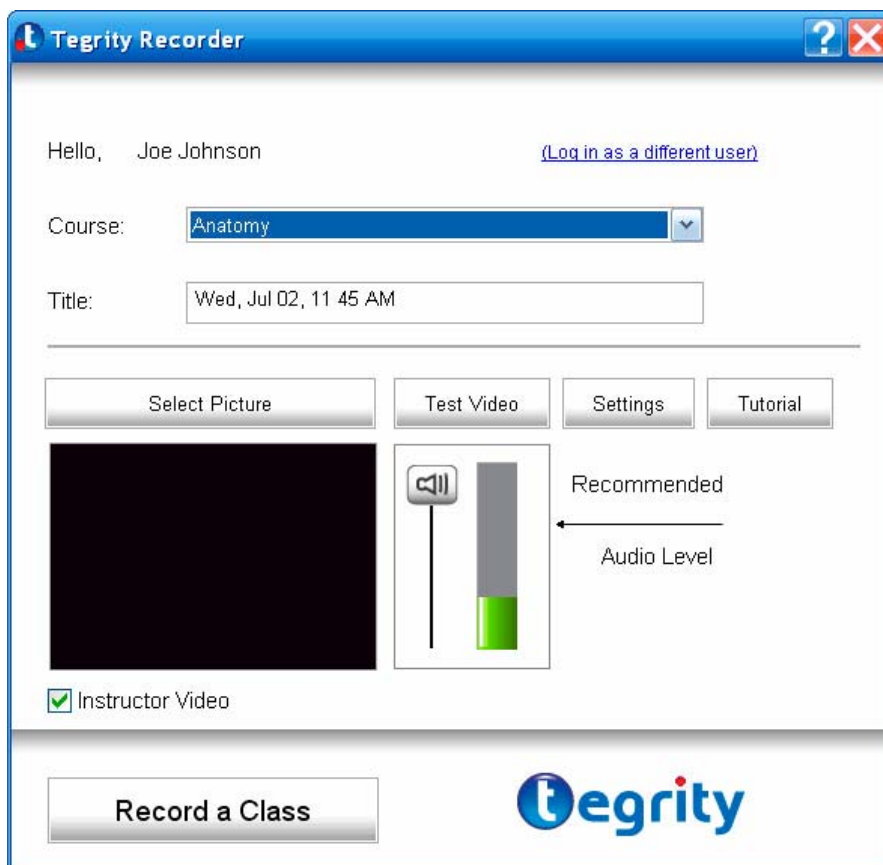
To delete a picture:

1. Start the Tegrity Recorder.
2. Click **Select Picture**. The *Select Picture* dialog box appears.
3. Click **Delete Picture**. The picture reverts to the default image in the Tegrity Recorder window.

Using Instructor Video in the Class Recording

If you have a video camera connected to your computer, you see the following changes in the *Tegrity Recorder* window:

- The Test Audio button changes to Test Video.
- The Instructor Video option appears.



The first time you connect a video camera and start Tegrity Recorder, the Instructor Video is not selected and the video camera is not activated. Subsequently, once you select this option, if the video camera is connected, the Instructor Video option is activated as soon as you start the Tegrity Recorder.

To use a video camera in your class recording:

- Check the *Instructor Video* checkbox. The video recording appears in the *Tegrity Recorder* window and is included in your class recording.

To record your class without using video:

- Uncheck the *Instructor Video* checkbox. The selected instructor picture appears. To replace this picture.

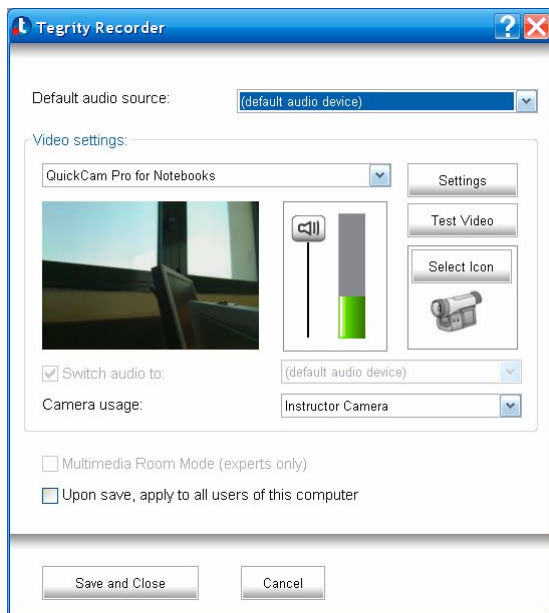
Configuring Recorder Audio and Video Settings

Tegrity enables you to easily control audio and video settings for your courses. You can:

- Select and test audio settings.
- Select and test video settings.
- Enable Enhanced Recording Mode.

To view your audio and video settings:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears.



Selecting the Audio Source

To select your audio source:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears.
2. From the *Default audio source* drop-down list, select an audio source.

Selecting the Video Settings

If you have more than one video source connected to your computer, select the video source you want to use. If you are using several video camera sources, assign an icon to each source to help you distinguish between them.

To select your video settings:

1. In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears.
2. In the *Video settings* area of the *Settings* dialog box, select the video camera to use from the *Camera Usage* drop-down list.
3. Click **Select Icon** to select an icon to help you identify your video camera. A list of icons appears.
4. Click the icon you want to assign to your video camera.
5. Repeat steps 3- 4 for each video camera source that you want to use during your class recording.

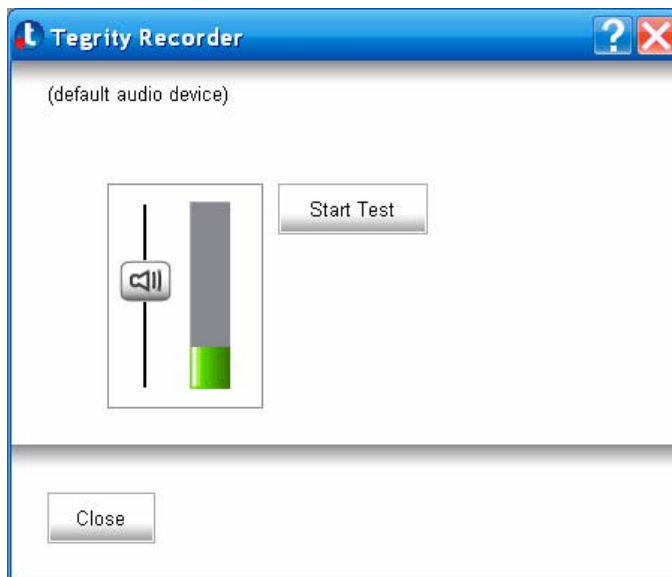
Testing Your Audio and Video Capabilities

The Tegrity recorder enables you to test audio quality without video or to test audio and video quality together.

Testing Audio Quality

To test audio quality when recording without video:

1. In the *Tegrity Recorder* window (Figure 45), click **Test Audio**. A *Test Audio* dialog box appears.



2. Click **Start Test**. The Start Test button changes to Stop Test.
3. In your normal speaking voice, speak into the microphone for a few seconds.
4. Click **Stop Test**. The *Play Test* button appears and the *Stop Test* button changes to *Start Test*.
5. Click **Play Test** to listen to the audio that you recorded.
6. Verify that the level and quality of your audio recording are acceptable.
7. If necessary, adjust the recording volume.
8. If you want to repeat the test, click **Start Test** again.

Testing Video and Audio Quality

When you record using a video source, you test video and audio quality from a single test dialog box.

Note: The following procedure should only be performed by someone who has detailed knowledge of the video camera that is being tested.

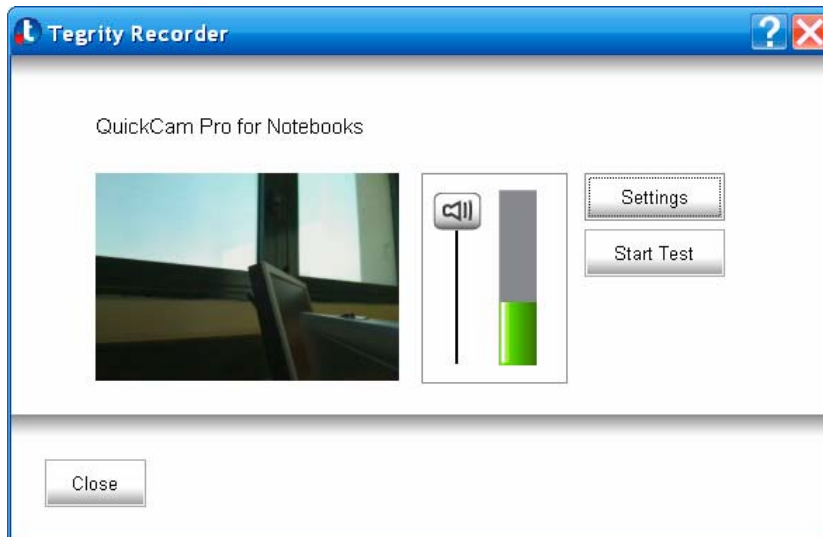
To test video and audio quality:

1. In the *Tegrity Recorder (Video)* window, click **Test Video**.

-Or-

In the *Tegrity Recorder* window, click **Settings**. The *Settings* dialog box appears. Click **Test Video**.

The *Test Video* dialog box appears.



2. Click **Start Test**. The *Start Test* button changes to *Stop Test*.

3. Stand in front of the camera and speak into the microphone for a few seconds in your normal speaking voice.

4. Click **Stop Test**. The *Play Test* button appears and the *Stop Test* button changes to *Start Test*.

5. Click **Play Test** to view the video you recorded. The video playback appears in the *Video Camera Playback* window.



While the video plays, you can use the control panel at the bottom to pause, play, or stop the video. You can also raise or lower the playback volume.

6. Verify that the audio volume level and quality of your video recording are acceptable. Click to close the *Video Camera Playback* window.

7. If necessary, click **Settings** to adjust the camera settings and adjust your recording Volume.

8. If you want to repeat the test, click **Start Test** again.

Viewing the Class Recordings for a Course

Tegrity enables you to view the list of class recordings for all your courses.

To view a list of the class recordings available for a course:

- In your Course Management System, click the **Tegrity** link or button located in your course page.

-Or-

- From the *My Tegrity* page click a course. The *Tegrity Class Recordings* page appears with the *Classes* tab selected and showing a list of the course's class recordings. For some courses, the following additional tabs are available:
 - Additional Content
 - Student Recordings
 - Scheduled Live Classes

Class recordings that you have not viewed are bolded. The class recording list displays the following information:

Column Name	Information Displayed
Class	The title of the class.
Recorded	The date on which the class was recorded.
Duration	The duration of the class recording (in minutes and seconds).
	The download control. Click to download the class recording to your computer.
Status	A message describing the status of your download request appears in the last column.

Viewing a Class Recording Online

You can view a class recording from the Class Recordings page.

Tip: The *Latest Classes* area in the *Class Recordings* or *My Tegrity* pages display the names of the last two classes that were uploaded. To view these classes, click the link for the class you want to view.

To view a class recording online:

1. From the *Class Management* page, click the course name in which the class recording is located. Thumbnail images of the chapter index entries and the titles of the chapters appear below the class title, as shown in the following figure. The icon to the left of the class title indicates whether the thumbnails are shown (▶) or hidden (◀).

Record a Class

Welcome, Miles Coltrane [sign out]

Collaborate Reports Help

My Tegrity > Thermal Systems Design

Search in this Course... Search

Classes Additional Content Student Recordings Scheduled Live Classes

▶ Thu, Feb 21, 12 00 PM 2/21/2008 76:48

▶ Thu, Feb 14, 12 00 PM 2/14/2008 69:20

▶ Tue, Feb 12, 12 00 PM 2/12/2008 68:07

(1) 00:00-00:36

(2) 00:36-00:40 Other Structures R...

(3) 00:41-01:16 Other Structures ...

(4) 01:16-02:30 Frames and Machi...

(5) 02:30-03:03 Frames and Machi...

(6) 03:04-03:32 Frames and Machi...

(7) 03:32-03:38 Drawing FBDs Step...

(8) 03:38-04:44 Sample FBDs Expla...

Actions iPod MP3 RSS Facebook

Quick Links

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- Announcements
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Let Tegrity Know!

Latest Classes

- 12/25/2008 3:04 PM
- 12/17/2008 4:30 PM

2. To select a starting point for viewing:

- a. Hover your mouse over the chapter index entries to view enlarged index entries.
- b. Click the first index entry to view the recording from the beginning.

- Or -

Click any other index entry to view the recording from that starting point.

The class recording is played starting from the selected chapter.

The screenshot displays a Tegrity video player interface. At the top, there is a header with a logo placeholder labeled "Your Institution Logo Here" and a navigation bar showing "My Tegrity > Thermal Systems Design > Thu, Jan 24, 12 00 PM". A search bar is located on the right. The main content area is split into two panes. The left pane, titled "Miles Coltrane", contains the Tegrity logo and a "Links" section with a link to the "Tegrity website". The right pane, titled "Thermal Systems Design - Thu, Jan 24, 12 00 PM", shows a video of a hand-drawn diagram on a whiteboard. The diagram is a right-angled triangle with a hypotenuse of 6m and an angle of 105°. The adjacent side is labeled 2.5m. To the right of the triangle, the text "S.A" is written, followed by the equation $\frac{6m}{\sin 105^\circ} =$. Below the main diagram, there is a smaller diagram labeled "or 2.5m" and another triangle with a hypotenuse of 6m and an angle of 40°. The video player controls at the bottom show the video is "Playing" at 0:01:41 / 0:55:17, with volume, playback controls, and a Tegrity logo.

Using the Tegrity Viewer, you can view all or part of a class recording. The class recording continues to play as long as the Presentation tab is selected and you have not paused the class recording.

During playback, the following playback controls are available:

Tegrity Buttons	Use
	Pause and Play – These icons alternate depending on your action: Click  to pause the class recording. The button changes to a Play button  Click  to continue viewing the class recording. The icon changes to a Pause button 
	Previous – Click  to return to the previous chapter (or to the beginning of the class recording).
	Next – Click  to advance to the next chapter (or to the end of the class recording).
	Volume – Move the slider to change the volume. To raise the volume, move the slider to the right. To lower the volume, move the slider to the left.
	Playing Speed – Move the slider to increase or decrease the speed at which the class recording is played. As you move the slider to the right, the speed advances until it reaches the maximum, twice (2x) the class recording speed. The speed is displayed to the right of the slider.
	Display Chapter Index – Click to display the chapter index in the main window. You can use the displayed index entries to move to a different part of the recording.
	Smart Slider – Hover over the slider to see thumbnail images of the corresponding chapter. Drag the slider to jump directly to a

	specific point.
	Print – Click to print the current Web page.
	Download – Click to download the class recording you are currently viewing to your computer.
	View Full Screen – Click to maximize the viewer to fill your screen.
	Help – Click to open Tegrity online help or the tutorial.

MANAGING CLASS RECORDINGS AND ADDITIONAL CONTENT

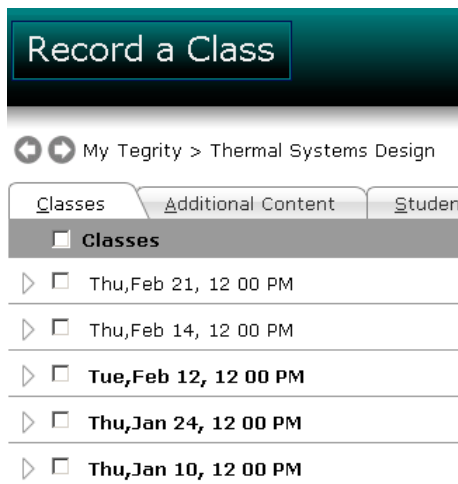
Tegrity enables you to manage your class recordings after they have been uploaded. You can:

- Copy, move, delete, or rename recordings.
- Perform edits, such as making cuts, changing chapter titles, and adding closed-captions, links, and annotations.
- Create a CD or DVD of Class Recordings.

Selecting a Class from the Course Management Page

To select a class recording:

1. Click the course name in the *Course Management* page. The *Class Recordings* page appears.
2. Each class that appears on your *Class Recordings* page has a checkbox beside its name. Select the checkbox next to the required class recording.



Once the class recording is selected, you can perform an action on the class, as required.

Copying a Class Recording

You can copy a class recording from one course to another. This is useful when the same class is relevant for different courses. You can also make a copy of a class recording within the course. This allows you to maintain the original copy of the class recording while editing a session or divide a long recording into several smaller recordings.

To copy a class recording to another course:

1. In the *Class Recordings* page, select the checkbox next to the class recording you want to copy.
2. From the *Actions* drop-down list, under *Class Actions* select **Copy**. A dialog box appears.
3. Search for the course to which you want to copy the class recording. Select the course and click **OK**. A copy of the class recording appears in the class list of the course that you selected.

Moving a Class Recording

To move a class recording to another course:

1. In the *Class Recordings* page, select the checkbox next to the class recording you want to move.
2. From the *Actions* drop-down list, under *Class Actions* select **Move**. A dialog box appears.
3. Search for the course to which you want to move the class recording. Select the course and click **OK**. The class recording now appears in the class list of the course that you specified. The class recording is removed from the class list of the original course.

Deleting a Class Recording

To delete a class recording:

1. In the *Class Recordings* page, select the checkbox next to the class recording you want to delete.
2. From the *Actions* drop-down list, under *Class Actions* select **Delete**. A dialog box appears.
3. Click **OK**. The selected class recording is deleted.

Renaming a Class Recording

To rename a class recording:

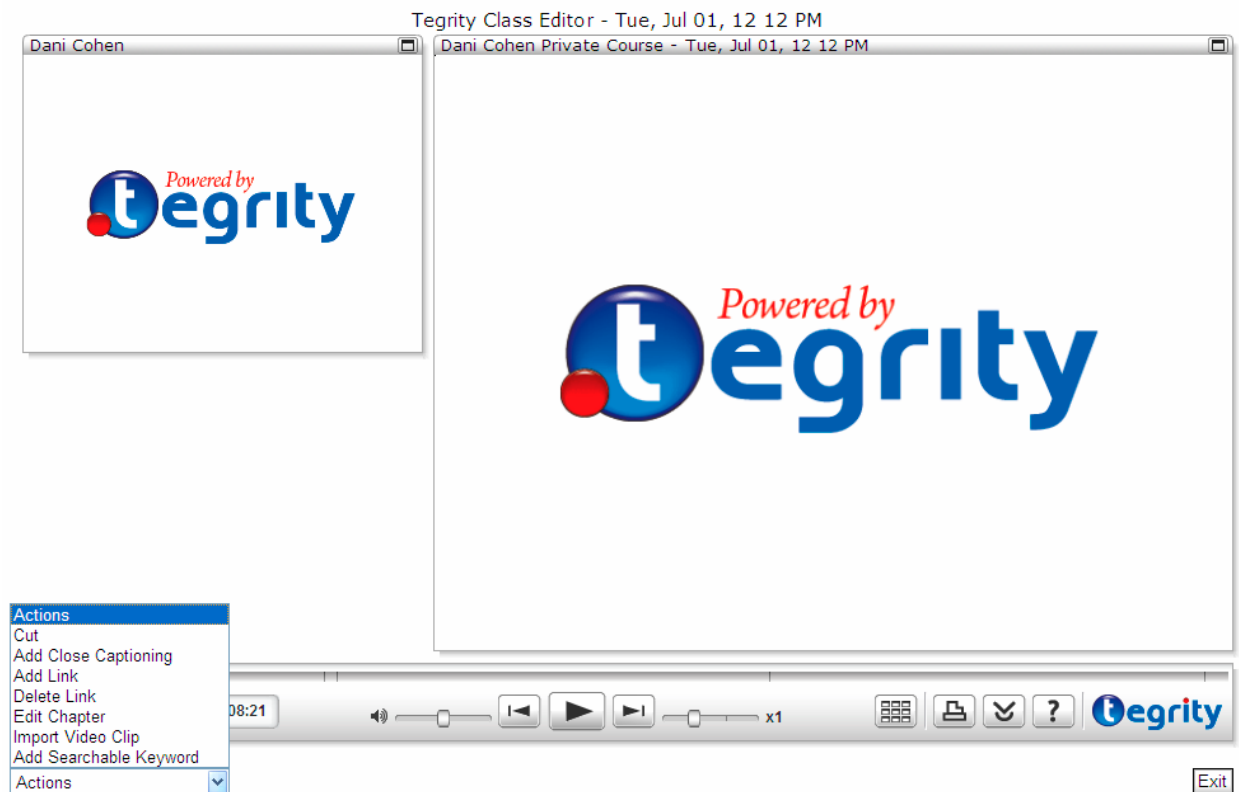
1. In the *Class Recordings* page, select the checkbox next to the class recording you want to rename.
2. From the *Actions* drop-down list, under *Class Actions* select **Rename**. A dialog box appears.
3. Type a new title for the class recording.
4. Click **OK**. The class recording appears with the new title you specified.

Editing a Class Recording

You can edit your class recording using the editing functions from the *Actions* drop-down list.

To edit a class recording:

1. In the *Class Recordings* page select the checkbox next to the class recording you want to edit.
2. From the *Actions* drop-down list, under *Class Actions* select **Edit**. The *Tegrity Class Editor* appears with the *Actions* drop-down list in the lower left corner of the window.



Cutting Segments from a Class Recording

Tegrity enables you to delete content from a class recording by cutting segments.

To cut a segment from a class recording:

1. In the *Class Recordings* page select the checkbox next to the class recording you want to edit.
2. From the *Actions* drop-down list, under *Class Actions* select **Edit**. The *Tegrity Class Editor* appears with the *Actions* drop-down list in the lower left corner of the window.
3. From the *Actions* drop-down list, select **Cut**. The class recording begins to play and the *From* and *To* buttons appear in the lower left corner of the window.



4. Watch the playback of the class recording and when you want to begin deleting content, click **From**. The starting time of the deletion appears in the *From* text box.
5. When you want stop deleting content, click **To**. The ending time of the deletion appears in the *To* text box.
6. Click **Apply**. The section of the class recording you specified is deleted from the class recording.

Adding Links for Specific Time Periods

You can add web links to be displayed during specific time periods in class recordings.

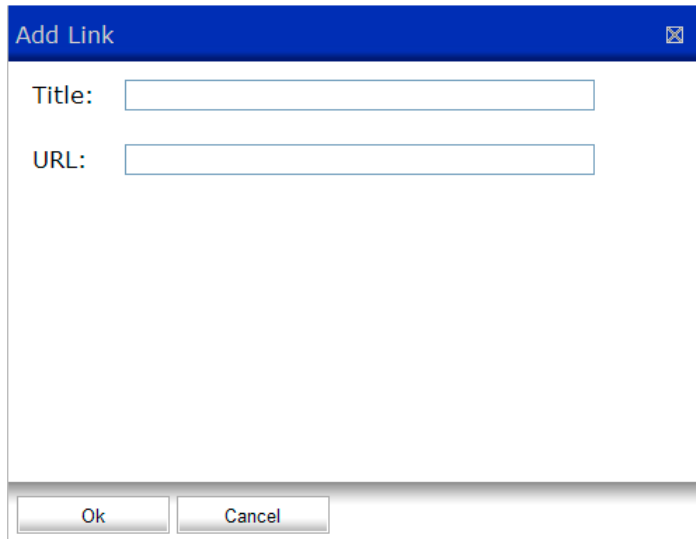
To add a link for a specific time period:

1. Select the class recording for editing.
2. From the *Actions* drop-down list, select **Add Link**. The *Add Link* controls appear.



Add Link 	Set Link	From:	To:	Apply	Exit
--	----------	----------------------------	--------------------------	-------	------

3. Click **Set Link**. The *Add Link* dialog box appears.

The image shows a dialog box titled "Add Link" with a blue header bar. Inside the dialog, there are two text input fields: "Title:" and "URL:". At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

4. Enter the description for the link in the *Title* field.
5. Enter the web address for the link in the *URL* field.
6. Click **OK**. The *Tegrity Class Editor* window reappears.
7. Play the class recording and click **From** to set the beginning time for display of the link.
8. Click **To** to set the ending time for display of the link.
9. Click **Apply**.

Deleting Links

To delete a link:

1. Select the class recording for editing.
2. From the *Actions* drop-down list, select **Delete Link**. The *Delete Links* controls appear.

The image shows a control bar for a video player. It includes a "Paused" status, a time display "0:00:00 / 1:05:32", a volume slider, and playback controls (previous, play/pause, next). Below this, there is a drop-down menu currently showing "Delete Link", another drop-down menu showing "YouTube", and two buttons labeled "Apply" and "Exit".

3. Select the link you want to delete from the drop-down list and click **Apply**.

Editing Chapter Information

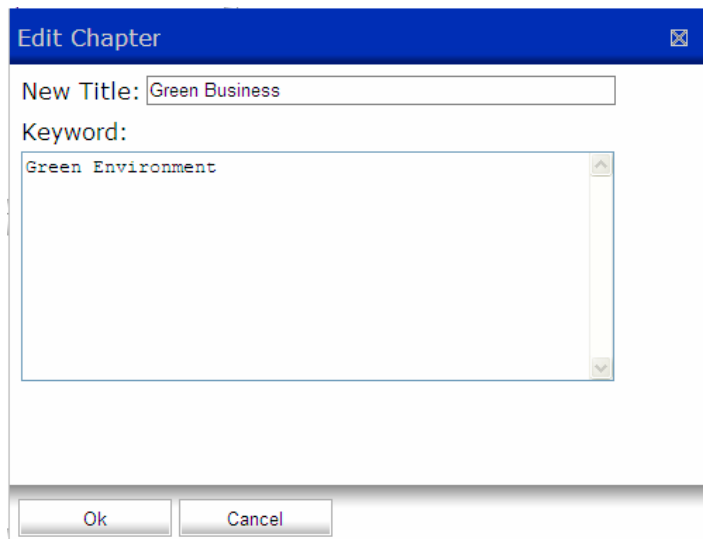
You can change a chapter title or add or delete searchable keywords associated with the chapter.

To edit chapter information:

1. Select the class recording for editing.
2. From the *Actions* drop-down list, select **Edit Chapter**. The *Edit Chapter* controls appear.



3. Select the chapter you want to edit from the *Chapter* drop-down list.
4. Click **Edit**. The *Edit Chapter* dialog box appears.



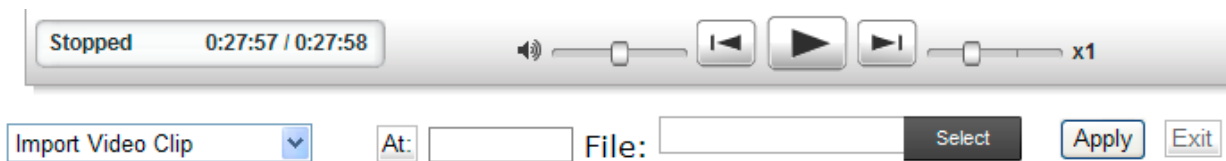
5. To change the chapter title, enter the new title in the *New Title* text box.
6. To add one or more keywords, type the keywords in the *Keyword* text box. Separate multiple keywords with a space.
7. To delete an existing keyword, select the keyword and press **Delete** on your keyboard.
8. Click **Apply**. The title and keywords are updated according to your input.

Adding Video to a Recording

You can import *asf* format video clips to include in your class recording.

To add video to a recording:

1. Select the class recording for which you want to add a video.
2. From the *Actions* drop-down list, select **Import Video Clip**. The *Import Video* controls appear.



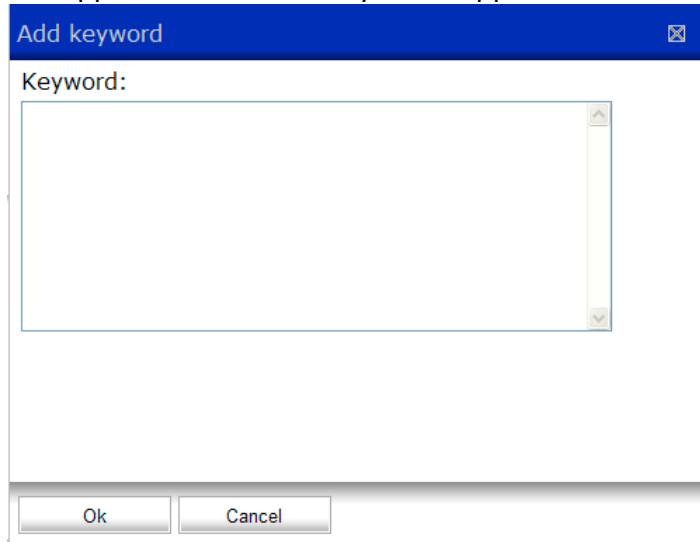
3. Play the recording to locate the point at which you want to insert the video clip and click **At**. The play time of the recording at the time you clicked is inserted as the start time.
4. Click **Select**. A *Choose File* dialog box appears.
5. Browse to the video file you want to insert and click **Open**. The video clip is inserted at the time you specified and becomes a chapter. The start times of all subsequent chapters are adjusted.

Note: You can only choose a file video clip with an *asf* file extension.

Adding a Searchable Keyword

To add a searchable keyword for the recording:

1. Select the class recording for which you want to add a searchable keyword.
2. From the *Actions* drop-down list, select **Add Searchable keyword**. The *Add keyword* dialog box appears. All defined keywords appear in the dialog box.



3. Add one or more keywords separated by spaces.
4. To delete one or more keywords, select the keywords you want to delete and press **Delete** on your keyboard.
5. Click **OK**. Your additions and/or deletions are saved.

Manually Publish a Recording at a Future Date

To publish a class recording at a future date:

1. Check the **Enable Auto Publish** checkbox.
2. In the calendar that appears, navigate to the month in which you want to publish the class recording.

Publish details: Tue, Feb 12, 12 00 PM

☒ Publish

☐ Enable Auto Publish
1/14/2009

☐ Enable Auto Hide
1/14/2009

OK

3. Click the day on which you want to publish the class recording.
4. Click **OK**. The class recording is published on the selected date.

Manually Hide a Recording at a Future Date

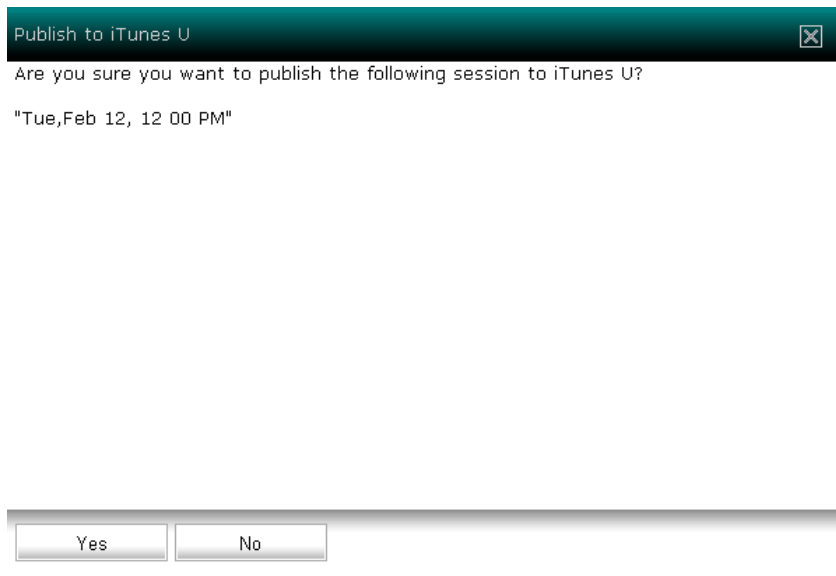
To automatically hide the class recording on a specific date:

1. Select the **Enable Auto Hide** checkbox.
2. In the calendar that appears, navigate to the month in which you want to hide the class recording.
3. Click the day on which you want to hide the class.
4. Click **OK**. The class recording is hidden from the view of students starting on the date selected.

Publishing to iTunes U

To publish to iTunes U:

1. In the *Class Recordings* page, select the checkbox next to the name of the class recording for which you want to publish to iTunes.
2. From the *Actions* drop-down list under *Class Actions*, select **Publish to iTunes U**. The *Publish to iTunes U* dialog box appears.

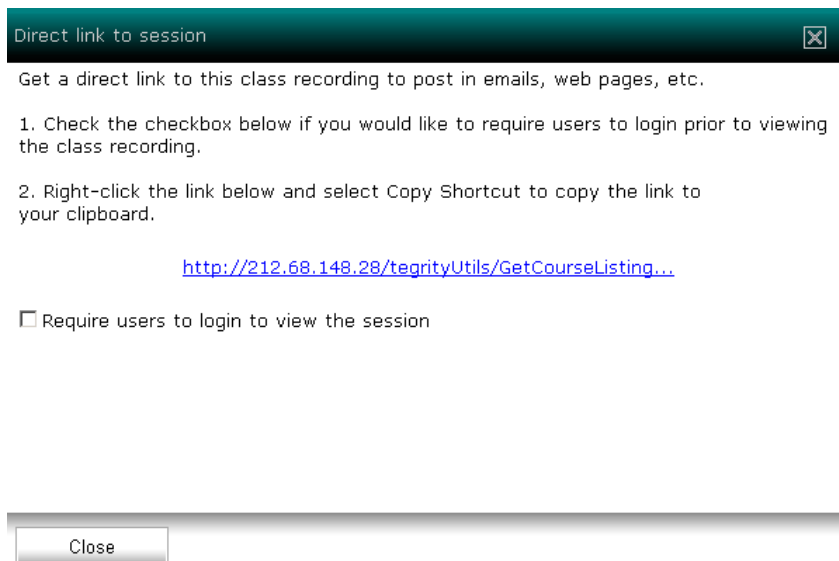


Providing Direct Links to Class Recordings

You can send a class recording link to anyone to whom you want to give access. This might include students not currently enrolled in your class, colleagues, and so on. In addition, you can post direct links to your recordings on your blog, web page, or send by email.

To provide a direct link to a class recording:

1. In the *Class Recordings* page, select the checkbox next to the name of the class recording for which you want to provide a link.
2. From the *Actions* drop-down list, under *Class Actions* select **Get Class Link**. The *Direct Link to Session* dialog box appears.



3. If you want to restrict access to individuals who have a valid login ID for your campus systems and are enrolled in this course, check **Require users to login to view the session**.
4. Right-click the link below and select **Copy Shortcut** to copy the link to your clipboard.
5. Paste the link into emails or embed it in a web page to provide access to others.

Creating Additional Content

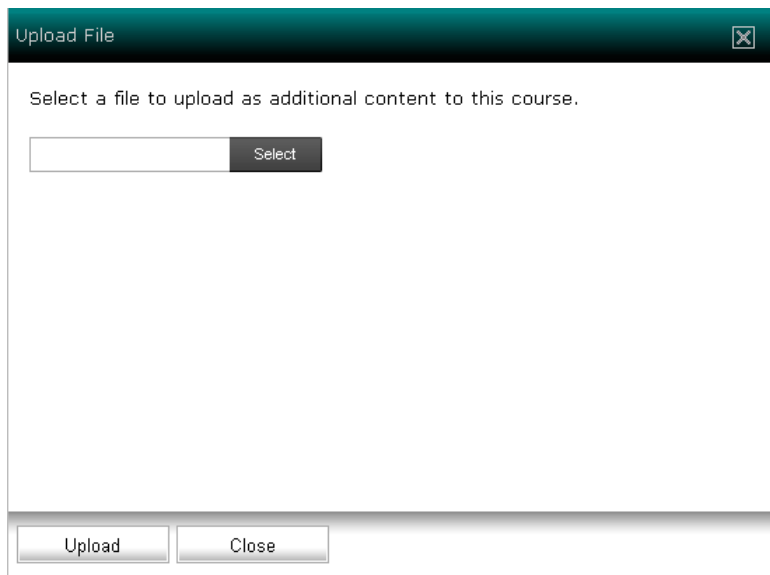
You can create additional content for a course. Students can view the additional content you provide. This content can be files or links.

Uploading Files

You can upload files of any type for you or your students to view. The files could be PowerPoint presentations, Word or Adobe documents, media files, and so on. Only students registered for your course have access to the uploaded files.

To upload files as additional content for your course:

1. In the *Class Recordings* page, from the *Actions* drop-down list, under *Additional Content* select **Upload File**. The *Upload File* dialog box appears.



2. Click **Upload**. A dialog box appears showing upload process. A popup message informs you when the upload is complete. The file is uploaded and can be selected from a list when the student selects the *Additional Content* tab for your course.

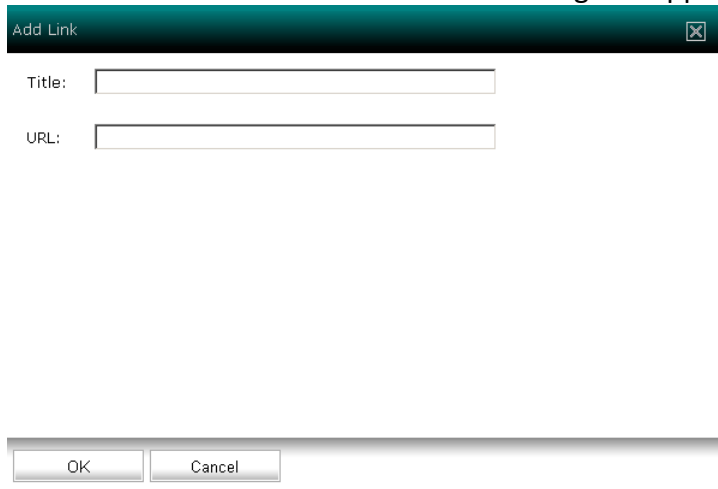
Note: Uploaded files larger than 100 MB are rejected.

Uploading External Links

You can upload links to additional resources.

To upload external links to additional resources for your course:

1. In the *Course Management* page, from the *Actions* drop-down list, under *Additional Content* select **Add External Link**. The *Add Link* dialog box appears.



2. In the *Title* field, enter a descriptive name for this link.
3. In the *URL* field, enter the correct URL for the link.
4. Click **OK**. The link is uploaded and appears when the *Additional Content* tab for your course is selected.

Deleting Additional Content

You can delete additional content you have added.

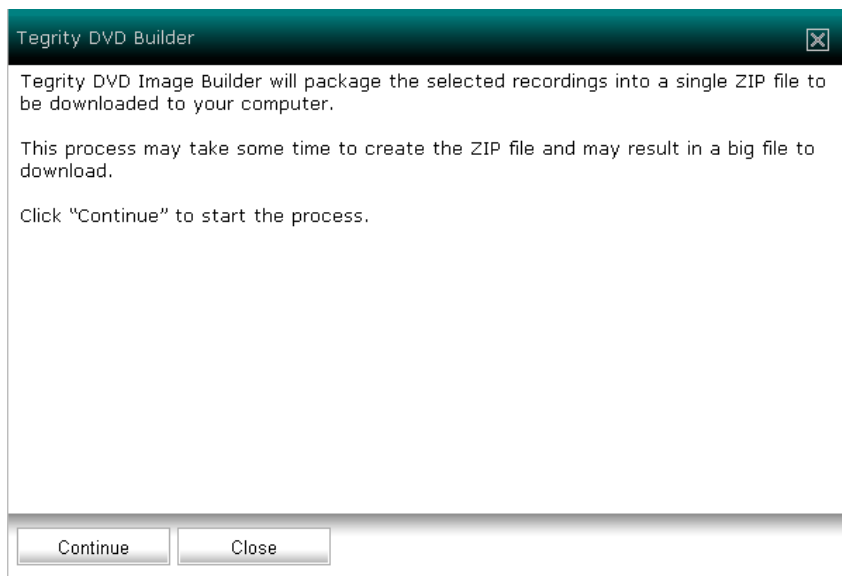
To delete an additional file or link:

1. In the *Class Recordings* page, select the **Additional Content** tab.
2. Check the items you want to delete.
3. From the *Actions* drop-down list, under *Class Actions* select **Delete**. A warning message appears, informing you that you are about to delete the item(s).
4. Click **OK**. The selected items are deleted.

Creating a CD or DVD of Class Recordings

To create a CD or DVD of your class recordings:

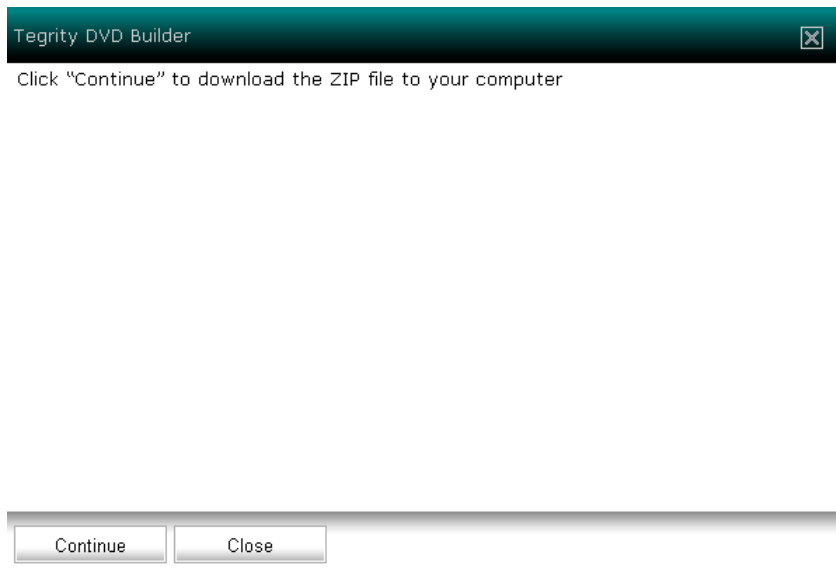
1. In the *Class Recordings* page, select the checkbox next to the class recordings you want to record on a CD or DVD.
2. From the *Actions* drop-down list, under *Class Actions* select **Make DVD Image**. The *Tegrity DVD Builder* dialog box appears.



3. When you are ready to record, click **Continue**. A progress dialog box appears displaying

the status.

4. When the DVD image is created, a dialog box appears with the option to download the zipped file of the DVD image to your computer.



5. Click **Continue** to download the zipped file of the DVD image to your computer. A progress dialog box appears displaying the status of the download. When the download is complete, you can unzip the file and burn its contents to a CD or DVD.

GENERATING REPORTS

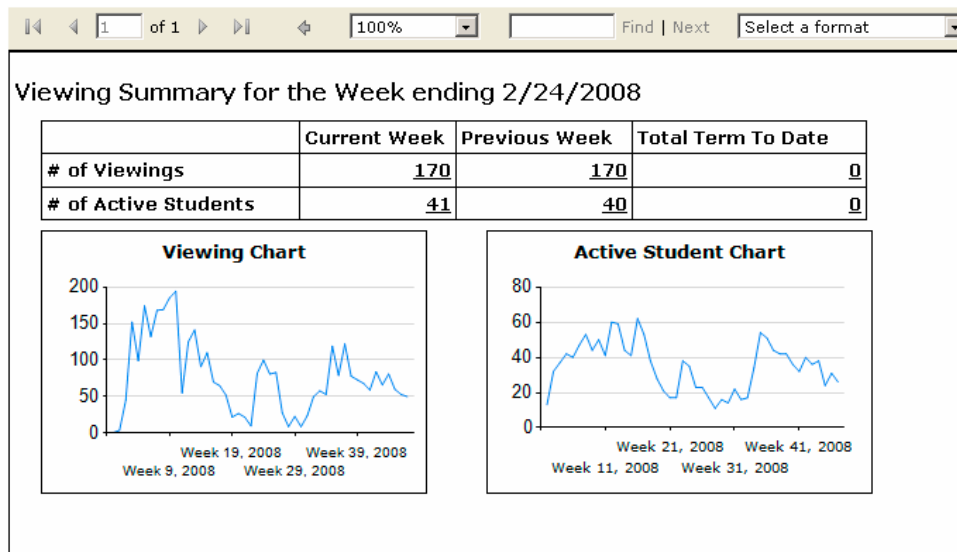
Tegrity enables you to produce the following types of reports:

- **Weekly Summary Snapshots** – Show weekly instructor and student activity and compare it to previous weeks in the current term. Drill down from this report to see detailed reports.
- **Detailed Reports** – Show detailed reports of instructor and student activity for the current week, past week, or the entire term up to the current date.
- **Custom Analysis** – Show a report organized by course, class, instructor, or viewer.
- **Outcome Analysis** – Show students' grades and completion rate in courses that use Tegrity and those that do not. This enables you to evaluate the impact that Tegrity has on student performance in the current term.

Creating a Weekly Summary Snapshot

To create a weekly summary snapshot:

1. In the *Quick Links* area on the *My Tegrity* or *Class Recordings* page, or from the *Reports* tab, click **Weekly Summary**. The *Weekly Summary Snapshot* appears.



2. Click any of the links to view a detailed report of the selected information.

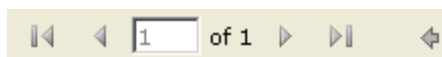
3. To scroll through the pages of the detailed report:

a. Click the scroll arrows.

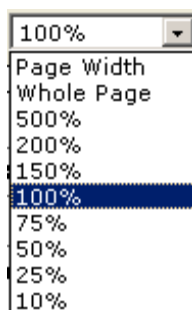
-Or

Enter the page number.

4. Click the rightmost arrow to return to the parent page.



5. Select the page size from the drop-down list to change the size of the report table.



6. To search for content within the report, enter a key word or phrase in the *Report Search* field and click **Find** or **Next**.

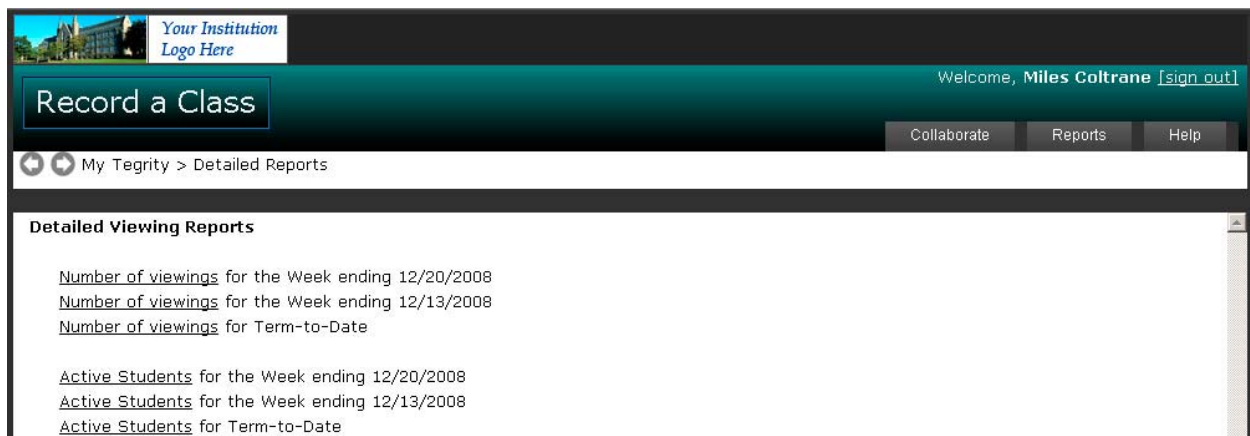
 Find | Next

Creating a Detailed Report

To create a detailed report:

1. In the *Quick Links* area on the *My Tegrity* or *Class Recordings* page, or from the *Reports* tab, click **Detailed Reports**.

The *Detailed Viewing Reports* page appears.



2. Click the link for the type of report you want to view. The viewing details for the selected time period appears.

1 of 1 100% Find Next Select a format Export				
Viewing Detailed Report - Number of Viewings				
From: 1/4/2009 To: 1/10/2009				
Course	Viewer	Viewer ID	Class	Totals
Accounting I	Katelynn Avery	Katelynn	Chapter 14 Lecture 14-3 Thursday	1
			Chapter 14 Study Guide	1
			Chapter 14-4 Lecture	1
			Chapter 15 Lecture	1
			Chpt 14 App corrections	2
			Correct Apps. 13	1
			Help with App 14-2	1
			Mastery Chapter 14 HELP	1
			Times Viewed	9
	James Avery	James	Study Guide Chapter 15	1
			Times Viewed	1

3. Scroll through the pages of the report by clicking the scroll arrows or entering the page number, or return to the parent page by clicking the rightmost arrow.
4. Change the size of the report table by selecting the page size from the drop-down list.
5. Search for content within the report by entering a key word or phrase and clicking **Find** or **Next**.

Creating a Custom Analysis Report

To create a custom analysis report:

1. In the *Quick Links* area on the *My Tegrity* or *Class Recordings* page, or from the *Reports* tab, click **Custom Analysis**.

2. From the *Viewing Report* drop-down list, select the type of report to generate. Options include:

- **Viewing Report:**
 - *By course, class, instructor, viewer* – Generates a report of the student viewing activity organized by course, class, instructor, and/or viewer.
 - *By chapter* – Generates a report of the number of times each chapter of each of your class recordings has been viewed
- **Recording Report** – Generates a report that keeps track of your class recordings.
- **Downloading Report** – Generates a report of the student download activity

Generating a Student Viewing Report

The *Student Viewing* report provides you and your school administrators with statistics on student viewing. The information includes:

- The name of your course.
- The viewing duration for all the class recordings in your course.
- The number of times a class recording has been viewed.

To generate a Student Viewing Report:

1. From the *Viewing Report* drop-down list, select **By course, class, instructor, viewer**. The

Report Management page displays the *Student Viewing Report* settings.

The screenshot shows the 'My Tegrity > Viewing report by course, class, instructor, viewer' page. It includes a breadcrumb trail and a dropdown menu set to '---By course, class, instructor, viewer'. The main content area contains five grouping options (Grouping 1 to Grouping 5) with dropdown menus for Course, Instructor, Class, and Viewer. There are also buttons for 'Run Report' and 'Download Report'. At the bottom, there are checkboxes for 'Notes', date range fields for 'From' and 'To' (both set to 12/21/2008), and a 'Time Aggregation' dropdown set to 'Year'.

2. In the *Grouping* drop-down lists, define the grouping sequence for the report. Starting with *Grouping 1*, select groups for the report.

Grouping 1: Course
Grouping 2: Instructor
Grouping 3: Class
Grouping 4: None
Grouping 5: None

3. Select any of the filters to limit your report results.

Department :
Course : none
Instructor : Miles Coltrane
Class : none
Viewer : none

4. Define the date range for the report:

- Type dates in the *From* and *To* fields in mm/dd/yyyy format.
-Or-
- Select the start date in the calendar on the left, and the end date in the calendar on the right.

The Student Viewing Report by Chapter shows the number of times each chapter of each of your class recordings has been viewed.

To generate a Student Viewing by Chapter report:

1. From the *Viewing Report* drop-down list, select **By Chapter**. The *Report Management* page displays the *Chapter Viewing Report* settings.

The screenshot shows a web application interface for generating a report. At the top, there's a header with a logo placeholder and a user greeting. Below that is a navigation bar with 'Collaborate', 'Reports', and 'Help' tabs. The main content area displays the breadcrumb 'My Tegrity > Viewing report by chapter' and a dropdown menu set to '---By chapter'. The form contains fields for 'Course' (set to 'none'), 'Class' (set to 'none'), 'From' (set to '12/21/2008'), and 'To' (set to '12/21/2008'). There are two buttons: 'Run Report' and 'Download Report'.

2. In the *Course* field, enter the name of your course.
3. In the *Class* field, optionally enter the name of your class recording. If you omit this field, the viewing report lists the chapter index entries for all of the class recordings in the specified course.
4. Click the *From* field to select the earliest viewing date for your report.
5. Click the *To* field to select the latest viewing date for your report.
6. Click **Run Report**. Your results appear at the bottom of the page.

Generating a Class Recordings Report

The *Class Recordings* report displays the classes you have recorded for a given course.

	Total		Year 2007	
	Recording Duration	# of Recordings	Recording Duration	# of Recordings
Math 101	0:20:25	9	0:20:25	9
Mary Figueroa	0:20:25	9	0:20:25	9

To generate a Class Recordings report:

1. From the *Viewing Report* drop-down list, select **Recording Report**. The *Report Management* page displays the *Recording Report* settings.

The screenshot shows the 'My Tegrity > Recording Report' page. At the top, there is a header with a logo placeholder 'Your Institution Logo Here' and a user greeting 'Welcome, Miles Coltrane [sign out]'. Below the header are navigation tabs: 'Collaborate', 'Reports', and 'Help'. The main content area has a breadcrumb 'My Tegrity > Recording Report' and a dropdown menu set to 'Recording Report'. The settings section includes two grouping options: 'Grouping 1' set to 'Course' and 'Course' set to 'none'; and 'Grouping 2' set to 'Instructor' and 'Instructor' set to 'Miles Coltrane'. There are 'Run Report' and 'Download Report' buttons. A checkbox 'Show recordings copied to courses' is unchecked. At the bottom, there are date fields 'From: 12/21/2008' and 'To: 12/21/2008', and a 'Time Aggregation' dropdown set to 'Year'.

2. In the *Grouping* drop-down lists, define the grouping for the report. Starting with **Grouping 1**, select groups for sorting the report.
3. From the *Course* and/or *Instructor* fields, select a report filter criteria to limit your report results.
4. Click the *From* field to select the earliest viewing date for your report.
5. Click the *To* field to select the latest viewing date for your report.
6. Optionally, from the *Time Aggregation* drop-down list, select a time period for which you want to refer to comparative results. For example, you can select calendar dates that span two years and refer to results for each year, each month for 24 months, or each week for 104 weeks.
7. Optionally, check **Show recordings copied to courses** to include in the results recordings originally recorded to a different course that were later copied or moved to this course.
8. Click **Run Report**. The report is generated and displayed below the report settings.

9. Scroll through the pages of the report by clicking the scroll arrows or entering the page number, or return to the parent page by clicking the rightmost arrow.
10. Change the size of the report table by selecting the page size from the drop-down list.
11. Search for content within the report by entering a key word or phrase and clicking **Find** or **Next**.

Downloading a Report

When you want to share copies of a report or prepare a presentation, you can download the report information as either an Acrobat (PDF) file or an Excel spreadsheet.

To download your report as an Excel Spreadsheet or Acrobat (PDF) document:

1. From the *Class Recordings Report* or *Student Viewing by Chapter Report* or *Student Viewing Report* settings, click **Download Report**.

-Or-

From the *Viewing Report* drop-down list, select **Download Report**.

- b. Define the settings as in steps 2- 5 of *Generating a Student Viewing Report*.
- c. Click **Download Report**.

The *Select Report Type* dialog box appears.

2. Select *Download By Excel* or *Download by PDF*.
3. Click **OK**.

Creating an Outcome Analysis Report

The Outcome Analysis Report shows students' grades and their completion rate in courses that use Tegrity and those that do not. This enables you to evaluate the impact that Tegrity has on student performance in the current term.

To generate an outcome analysis:

1. In the *Quick Links* area on the *My Tegrity* or *Class Recordings* page, or from the *Reports* tab, click **Outcome Analysis**.
2. Right-click **template** and save the template Excel file to your computer.
3. Fill out the downloaded Excel file with the required information for your courses and save the file.
4. Click **Browse** and select the Excel file prepared in step 3.
5. Click **Upload**. The *Download Outcome Analysis* page appears.

Download Outcome Analysis

Click Download to download the Outcome Analysis and its supporting data.

A rectangular button with a thin blue border and the word "Download" in a sans-serif font.

6. Click **Download**. The downloaded Excel file contains two worksheets. The first worksheet is a summary score card for the current term. The second worksheet contains the raw data for each course from which the summary score card was produced. You can use this data to conduct additional statistical analysis using Excel and other third party software.